

**PROPOSAL PREPARATION INSTRUCTIONS**  
**CONSULTANT FOR PROFESSIONAL DESIGN SERVICES**  
**ROADWAY AND BRIDGE DESIGN**

<i>Project Name:</i>	
<i>Project Number:</i>	

The Proposer shall review material furnished by Ada County Highway District outlining the work covered by the proposed contract.

The Proposer shall prepare and submit a proposal demonstrating the firm's understanding of the proposed work and detailing their approach to the work. Proposals shall be prepared according to the following requirements.

The Proposer shall be aware that "Errors and Omissions" insurance will be required as part of this design agreement.

**PROPOSAL FORMAT**

To facilitate review of the proposals, the proposals should be structured in the following form with work involving each of the phases clearly separated:

- Executive summary
- Proposal Description
- Key Project Personnel
- Other Pertinent Information

One original and three (3) copies of the complete proposal shall be submitted. Proposals shall not exceed a total of ten 1-sided pages and shall be in 12 point type, or larger.

**PROPOSAL CONTENT**

The in-depth proposals shall define in detail the Proposer's approach to the project. The firm's organization for design and quality control of the project shall be described, including the level and type of staff anticipated throughout the project. The level of involvement required from Ada County Highway District shall also be described.

A description shall be included to indicate the office location where key personnel are to be stationed and/or specific tasks that are to be accomplished, i.e., will portions of the work be done at locations other than at a main area office set up for this specific project?

Identify key personnel to be used on this project. Provide an experience history for each.

Proposals shall show (in the form of bar charts or CPM diagrams) each major activity, the length of time anticipated to perform that activity and the man-hour requirements.

Provide other information as pertinent to evaluation of firm's proposal for this project.

**PROPOSAL SUBMITTAL**

Proposals shall be due at **2:00 p.m. on Wednesday** \_\_\_\_\_, **20**\_\_\_\_, at the office of:

Ada County Highway District  
Secretary, Engineering Department  
3775 Adams Street  
Boise ID 83714

The agreement will be prepared on a cost plus fixed-fee basis with cost ceiling. The cost schedule will be negotiated following selection of the consultant, at which time the scope of the desired services may be further defined.

ACHD's selection committee will evaluate the information presented in the proposals. Selection will be based on the following criteria:

1. Project team experience and qualifications
2. Understanding of project requirements
3. Project approach
4. Capability to complete project on schedule
5. Location of work elements
6. Minority Participation/Affirmative Action Plan

ACHD reserves the right to select one consultant to complete the work based on the submitted proposals or it may select several firms to be interviewed.